

Pomona Unified School District

An Equal Opportunity Employer

Notice of Recruitment for the Classification of Instructional Aide, Child Development (Substitute) Recruitment #555-S

EDJOIN APPLICATIONS ONLY

Please note that omitting one or more of the required documents may result in your application being removed from consideration, including a Resume.

Hours: Various months, various hours per day positions, various locations

Salary Range: \$11.00 hourly

On call as needed

Minimum Qualifications: Graduation from high school or GED. A minimum of 12 ECE (Early Childhood Education) semester or equivalent quarter units. **Desirable Qualifications:** Associate Degree in Early Childhood Education, Child Development, or a related field; Child Development Associate Teacher Permit or proof of application in process. Experience working with youth, preferably in an organized setting, and including volunteer experience working with children in a school setting. Valid First Aid & CPR Certificates.

Function of the classification of Instructional Aide, Child Development (Substitute):

Under the supervision of an assigned administrator, assists certificated teachers or other certificated personnel by performing a variety of instructional tasks, related clerical duties and other related work; tutors individual or small groups of students, reinforcing instruction as directed by the teacher; assists teacher with group direction; sets up work areas, displays and exhibits, operates audio-visual equipment, operates educational training equipment and distributes and collects papers and supplies; assists teachers in planning, organizing and managing a classroom environment designed to promote the physical, cognitive, emotional, creative and social skills of assigned students; prepares materials for instruction; provides assistance to children; creates and maintains children's interest in activities and learning centers; assists students with homework as necessary; organizes and supervises students in playground activities; maintains classroom in a neat and orderly manner; assists with cleanup as necessary; assists children in toileting as necessary; assists the teacher in providing information to parents and visitors regarding specific activities in classroom, including techniques of working with individual children and small groups; may participate with teacher in parent conferences of a non-confidential nature and general parent orientation; assists with supervising rest and nap periods; prepares and serves snacks and other meals as appropriate; cleans up serving area after meals; if assigned to infant care, changes diapers, prepares formula, feeds and bathes infants and performs a variety of other duties required in the care of children between six weeks and three years of age; performs a variety of classroom related clerical duties, such as preparing instructional materials, scoring papers, recording grades, taking roll, and maintaining records and files; assures the safety of students by safety practices; participates in meetings and in-service training programs as required; assists students by providing proper modeling, emotional support, a friendly attitude and general guidance; performs other related duties as assigned within classification.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic subjects taught in District schools including English, Mathematics, Reading, Science and Social Science; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; oral and written communications skills; safe practices in classroom and playground activities; interpersonal relationship skills; classroom record-keeping techniques; skills necessary to work successfully with infants and preschool aged children; early childhood development; child guidance principles and practices; safe practices in classroom and playground activities.

Ability to: Print and write legibly; understand and follow oral and written direction; communicate effectively with children; establish and maintain effective working relationships with others; maintain confidentiality of student records; understand and communicate effectively both orally and in writing; administer and score a variety of tests in accordance with appropriate laws; assist with instruction and related activities of the assigned learning environment; operate instructional and work related office equipment; perform simple classroom related clerical duties; assist certificated personnel who provide reading instruction in a tutorial setting, work with preschool and/or school age children; change

diapers and toilet train children if assigned to infant care; assist children with personal needs; work effectively in a multiethnic setting;

Application Procedures

A Pomona Unified School District application must be filled out completely and submitted to the Human Resources 800 S. Garey Avenue, Pomona California 91766. Call (909) 397-4800 extension 23181 for further information. **Open until filled.**

To be considered for a position within the classification **Instructional Aide, Child Development (Substitute)** you must meet the following education and experience requirements. **Candidates will initially be screened for the education and experience requirements and then invited to interview. Selected candidate must have a Mandated Reporter Training Certificate of Completion which can be obtained on www.mandatedreporterca.com . Please note that omitting one or more of the documents required may result in your application being removed from consideration. Only those best qualified and suited for the positions will be interviewed.**

Applicants must meet the requirements to be considered for this position. Applicants who have successfully met minimum requirements as indicated will be maintained in a pool with other applications for six months. During this time, your application will be reviewed as positions become available. Only those best qualified and suited for the positions will be interviewed.

Make sure that you can be reached at the address and phone number you have provided on your application. In case your address and phone number has changed please call (909) 397-4800, extension 23181. It is your responsibility to assure that accurate contact information is maintained. **When you cannot be reached on at least two occasions, or you fail to attend a scheduled interview appointment; your application will be removed from the pool and you will no longer be considered for vacant positions.** In this case, if you are still interested, you may submit an additional application.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprints will be taken at the time the position is accepted. **There is a fee of \$44.00 for fingerprinting. Payment is due at the time of service in the form of a money order, cashier's check, or cash - personal check is not accepted.** Current employees of the Pomona Unified School District have already received fingerprint clearance; it is not necessary to clear again for a new position.

Non-Discrimination Policy

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Darren Knowles, at 909-397-4800, ext. 23433 or darren.knowles@pusd.org. A copy of [PUSD's Uniform Complaint Policy](#) and [PUSD's Non-Discrimination Policy](#) are available upon request.

Revised: 3/1/18